

## Building Reservation Guide

Updated 6/22/2017

Building	Contact	MAILSTOP	Phone	Email	Fees (general)	Online Form	Memo
Admin. Service Building --- IT Break Room ADSB 240	Rachel Gerner & Sungyong Lee	ADSB 223	575-3301	<a href="mailto:rgerner@uark.edu">rgerner@uark.edu</a>	NO	Outlook Exchange Calendar	Contact before use
Administration Building	Marcia Overby	ADMN 425	575-4149	<a href="mailto:moverby@uark.edu">moverby@uark.edu</a>	NO		
Administration Building - 3rd floor	Judith Drummonds	ADMN 321	575-2551	<a href="mailto:jdrummo@uark.edu">jdrummo@uark.edu</a>	By invitation		Alternate contact: Tina Lester [tlester@uark.edu] [479-575-6765]
Agri Park	Vicki Kelley	AFLS E219	575-4750		Yes Except for Agriculture Department	<a href="http://aaes.uark.edu/AAESBusinessOffice/AgriPark.aspx">aaes.uark.edu/AAESBusinessOffice/AgriPark.aspx</a>	Reservation fees apply
Agriculture College Buildings, any	Main Office	AFLS E108	575-2252	<a href="mailto:aflsdean@uark.edu">aflsdean@uark.edu</a>	Depends on Event	<a href="https://25live.collegenet.com/uark/">https://25live.collegenet.com/uark/</a>	Requests go through an approval process; Contact for request forms
Alumni House	Julie Simpson	ALUM 210	575-4493	<a href="mailto:jds027@uark.edu">jds027@uark.edu</a>	Yes +100\$ depending on what room		Fees apply to RSOs and non-RSOs
Anne Kittrell Art Gallery and UP Theater (Arkansas Union)	Trisha Blau	ARKU 665	575-5255	<a href="mailto:tblau@uark.edu">tblau@uark.edu</a>			
Arkansas Union	Reservations Office	ARKU 634	575-2146	<a href="mailto:arkures@uark.edu">arkures@uark.edu</a>	Depends	<a href="http://virtualems.uark.edu/">http://virtualems.uark.edu/</a>	
Athletic Facilities	Kathi George or Patrick Dale	JBAR 131	575-4959 575-4957	<a href="mailto:krgeorge@uark.edu">krgeorge@uark.edu</a> <a href="mailto:pddale@uark.edu">pddale@uark.edu</a>	YES		Fees apply to RSOs and non-RSOs; won't displace athletic events, practices
Bell Engineering/Engineering Hall	Stephanie Mallicote	BELL 3189	575-3051	<a href="mailto:engr-rec@uark.edu">engr-rec@uark.edu</a>	Fees for damage or cleaning		Science/engineering events only; Permission from Associate Dean required for non-science/engineering events
Carnall Hall	Main Desk		582-0400	<a href="mailto:reservations@innatcarnallhall.com">reservations@innatcarnallhall.com</a>		<a href="http://www.innatcarnallhall.com">www.innatcarnallhall.com</a>	Ask for "Reservations" when calling; Fees apply to RSOs and non-RSOs
Epley Center for Health Professions	Desiree Pendry	ECHP 111	575-3904	<a href="mailto:dbrumley@uark.edu">dbrumley@uark.edu</a> <a href="mailto:nursing@uark.edu">nursing@uark.edu</a>			Classroom spaces available for reservation
Fay Jones Architecture Building	Melinda Smith	WALK 120	575-2763	<a href="mailto:melindas@uark.edu">melindas@uark.edu</a>			
Fine Arts Courtyard - Mini Greek Theater	Weston Wilkerson	FNAR 228	575-3645	<a href="mailto:theater@uark.edu">theater@uark.edu</a>			

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Fulbright College Buildings (Champions, Kimpel, Ozark, Physics, Old Main)	Kathy Matthews	MAIN 525	575-3698	<a href="mailto:kathym@uark.edu">kathym@uark.edu</a>	NO		Advisor must make request & be present at event; Academic events only; Applies to some Fulbright College buildings, not all; Make requests via email
Gearheart Hall (Rooms: 102,104,108,150)	Kathy Matthews	Main 525	575-3698	<a href="mailto:kathym@uark.edu">kathym@uark.edu</a>	NO		Make reservation requests via email; RSO advisor must make request and be present
Gearheart Hall-Geosciences	Lisa Milligan	GEAR 216	575-3355	<a href="mailto:lmilliga@uark.edu">lmilliga@uark.edu</a>	NO		Email Lisa Milligan to reserve
Gearheart Hall - Auditorium (Honors College)	Reynelda Augustine- Robinson	GEAR 248	575-3673	<a href="mailto:raugust@uark.edu">raugust@uark.edu</a>			Afterhour events only (after 5pm)
Graduate Education Building	Joe Garr	GRAD 306	575-4212	<a href="mailto:coephad@uark.edu">coephad@uark.edu</a>		<a href="http://coehp.uark.edu/resources/pdf/coehp_facility_reservation_form.pdf">http://coehp.uark.edu/resources/pdf/coehp_facility_reservation_form.pdf</a>	Fees may incur if there is damage or trash in the area.
Greek Theater/ Old Main Lawn/Union Mall/ The Gardens	Staff	FAMA D115	575-6441	<a href="mailto:outdoors@uark.edu">outdoors@uark.edu</a>		<a href="http://fama.uark.edu/reservations.php">http://fama.uark.edu/reservations.php</a>	
Health, Physical Education and Recreation	UREC Main Office (HPER 225)	HPER 225	575-4646	<a href="mailto:urec@uark.edu">urec@uark.edu</a>	YES (Fees are assigned based on the room type)	<a href="http://urec.uark.edu">urec.uark.edu</a>	Use online form found on the homepage of the website.
Hillside Auditorium	Kathy Matthews	Main 525	575-3698	<a href="mailto:kathym@uark.edu">kathym@uark.edu</a>	NO		Make reservation requests via email; RSO advisor must make request and be present
J.B. Hunt (Rooms: 144,146- 149,216,234,266)	Kathy Matthews	WCOB 328	575-3572			<a href="http://walton.uark.edu/room-reservation/">http://walton.uark.edu/room-reservation/</a>	Use online reservation system; fees may apply Make reservation requests via email; RSO advisor must make request and be present
Jean Tyson Child Development Center (Rm 116)	Doug Walsh	JTCD	575-5029	<a href="mailto:kwalsh@uark.edu">kwalsh@uark.edu</a>	No		Room is highly restricted and is primarily available only to students using the facility as part of their lab experience. Access is only available during business hours: Monday through Friday, 7:30am to 5:30pm.

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Kimpel Hall --- Dept of Theatre	Joe Millett	KIMP 619	575-7614	<a href="mailto:rehearse@uark.edu">rehearse@uark.edu</a>	<a href="http://theatre.uark.edu">theatre.uark.edu</a>	Reservations for Kimpel Studios 404,402,204B, and Global Campus Auditorium (Only available after 5pm)
Mechanical Engineering	Online Request	MEEG 204	575-3153	<a href="mailto:meeeg@uark.edu">meeeg@uark.edu</a>	<a href="https://uarkmeeg.wufoo.com/forms/21o0e9hz0m86wrw">https://uarkmeeg.wufoo.com/forms/21o0e9hz0m86wrw</a>	limited space
Mullins Library	front desk	MULN 206	575-4104		<a href="http://libraries.uark.edu/rooms/">libraries.uark.edu/rooms/</a>	Group study rooms cannot be reserved and are checked out on a first-come, first-served basis.
Old Main - Giffels Auditorium	Debbie Power	MAIN 525	575-3684	<a href="mailto:dlpower@uark.edu">dlpower@uark.edu</a>		Limited to Academic Events. Capacity = 282.
Pat Walker Health Center	Melissa Bratton	HLTH	575-4077	<a href="mailto:mbratto@uark.edu">mbratto@uark.edu</a>		
Physics Building (Classrooms: 132-133)	Kathy Mathews	PHYS 226	575-2506	<a href="mailto:kathym@uark.edu">kathym@uark.edu</a>		Make reservation requests via email; RSO advisor must make request and be present
Plant Science	Dean's Main Office	AFLS E108	575-2252	<a href="mailto:aflsdean@uark.edu">aflsdean@uark.edu</a>	<a href="https://25live.collegenet.com/uark/">https://25live.collegenet.com/uark/</a>	
Poultry Science	Debby Wilkinson	POSC O-114	575-4952	<a href="mailto:wilkinsd@uark.edu">wilkinsd@uark.edu</a>	<a href="https://25live.collegenet.com/uark/">https://25live.collegenet.com/uark/</a>	Rooms are usually used for small meetings. (fit 10-25 people).
Reynolds Center	Staff	RCED 140	575-2856	<a href="mailto:meetings@walton.uark.edu">meetings@walton.uark.edu</a>	<a href="http://conferencehub.uark.edu">conferencehub.uark.edu</a>	Submit online form. Auditorium capacity = 300
Rosen Alternative Pest Control Center - Conference Room, Classrooms	Dean's Main Office	AFLS E108	575-2252	<a href="mailto:aflsdean@uark.edu">aflsdean@uark.edu</a>	<a href="https://25live.collegenet.com/uark/">https://25live.collegenet.com/uark/</a>	Emails preferred
Sam Walton College of Business	Sheri Smith	WCOB 246	55459	<a href="mailto:cshapley@walton.uark.edu">cshapley@walton.uark.edu</a>	<a href="http://walton.uark.edu/room-requests.php">http://walton.uark.edu/room-requests.php</a>	Prefers use of online reservation system. Walton students organizations only
Science Engineering Building - Conference Room (25) Old Lab (25) Classrooms (25)	Becky Harris	SCEN 601	575-3251	<a href="mailto:ebh001@uark.edu">ebh001@uark.edu</a>		At least 48 hours notice, notify about tech needs. RSO advisor must make request and be present
University House	Renea Dillard	UNHS	575-3757	<a href="mailto:rdilla@uark.edu">rdilla@uark.edu</a>	<a href="http://development.uark.edu">development.uark.edu</a>	Fees apply to RSOs and non-RSOs
University Housing - all buildings	Sarah Whitmill	HOUS	575-2825	<a href="mailto:housing@uark.edu">housing@uark.edu</a>		Form required.
Waterman Hall	Charys Williams	WATR 185	575-5612	<a href="mailto:cswill@uark.edu">cswill@uark.edu</a>		If available
Willard J. Walker Hall	Shannon Bullock	RCED 140	575-2856	<a href="mailto:meetings@walton.uark.edu">meetings@walton.uark.edu</a>	<a href="http://conferencehub.uark.edu">conferencehub.uark.edu</a>	
Equipment Rental	Contact	MAILSTOP	Phone	Email	Online Form	Memo
Facilities - Outdoor Equipment Rental	Ryan Shepard	FAMA	575-3882	<a href="mailto:outdoors@uark.edu">outdoors@uark.edu</a>	<a href="http://fama.uark.edu">fama.uark.edu</a>	
Health, Physical Education and Recreation	Shane Anderson	HPER 225	575-4646	<a href="mailto:shanea@uark.edu">shanea@uark.edu</a>	<a href="http://urec.uark.edu">urec.uark.edu</a>	